

April 22, 2026

## Job Posting - Canada Summer Jobs 2026

### Event Organizer Position (2 Openings)

The Cross-Cultural Community Services Association (TCCSA) is a not-for-profit organization that aims to assist newcomers in adapting to Canadian life in their neighborhood and to provide support to Canadians in building a stronger community. The mission of TCCSA is to enhance the well-being and resilience of diverse communities by strengthening competencies and fostering participation through effective and professional human services.

TCCSA is seeking 2 Event Organizers to support programs in our Scarborough service location.

#### **Terms & Conditions:**

- Salary: \$17.60 per hour
- Duration: 8 weeks, duration between Jun 29-August 25
- Work hours: 35 hours per week
- Work Location: In person, at Scarborough Centre- 325 Bamburgh Circle # A107, Scarborough, M1W 3Y1

#### **Positions:**

Job Title: Event Organizer (2 openings)

Work Location: Scarborough Centre- 325 Bamburgh Circle # A107, Scarborough M1W 3Y1

#### **Responsibilities:**

- Assist in planning, organizing, and executing festival events and summer programs for newcomers, including immigrant children, youth, seniors, and women;
- Coordinate logistics for events, including venue setup, scheduling, and on-site support;
- Assist in developing proposals and planning documents for events and activities;
- Support front desk operations by welcoming newcomers and service users, responding to in-person and phone inquiries, and directing clients appropriately;
- Manage appointment scheduling and program registrations, ensuring accuracy and timely follow-up with clients;
- Maintain organized front desk procedures, including client intake, record keeping, and general reception duties;
- Provide administrative support, including filing, organizing documents, data entry, and managing office supplies;
- Assist clients in identifying their needs and connect them with appropriate community resources and settlement services;
- Provide hands-on guidance in using technology to access community and government services;
- Conduct outreach to promote agency community events, programs, and services to the community;
- Create social media content and promotional materials to increase program visibility and promote the centre's and agency's services;
- Update and maintain participants' confidential records in the agency database;

### Qualifications & Requirements:

- Must be between the age of 15 and 30 (inclusive) at the start of employment in order to meet Canada Summer Jobs funding requirement;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment\*;
- (\* International students are not eligible)
- Be legally entitled to work in accordance with Ontario legislation and regulations;
- Ability to work flexible hours as required;
- Must commit to full contract duration;
- Proficiency in written and spoken English, ability to communicate in a second language commonly used by clientele a strong asset;
- Strong interpersonal and organizational skills;
- Able to work independently and be a good team player;
- Able to multi-task and set priorities;
- Able to travel to other TCCSA service locations to complete assigned tasks;
- Computer skills, including word processing, spreadsheet and data entry/management;
- A clear, mandatory Vulnerable Sector Screening-Police Reference Check.

### How to Apply:

Please submit a cover letter and resume to [recruit@tccsa.org](mailto:recruit@tccsa.org) no later than 5 p.m. on May 29, 2026.

Applicants should quote the **#CSJ26-05 Event Organizer (2 Openings) - SC** on the application.

We thank all applicants for their interest, however, only selected candidates will be contacted for an interview. Regrettably we cannot accept telephone inquiries.

TCCSA is an equal opportunity employer. TCCSA welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.